

OFFICE SERVICES MANAGER I

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: January 6-9, 2009

Collective Bargaining Identification: R04

Job Analysis Conducted By: Vicki Rhodes, Associate Personnel Analyst,
Office of Selection Services

Number of Incumbents: There are 12 incumbents in this classification
per the State Controller's Office Filled/Vacant
Position Report dated January 5, 2009.

Names of the Subject Matter Expert(s) and their background:

Valarie Baker, Office Services Manager I, Board of Parole Hearings

Ms. Baker has been an Office Services Manager I with the CDCR/Board of Parole Hearings for 1 ½ years. She has worked for the CDCR for a total of 2 years and 10 months.

Doug Filingeri, Associate Chief Deputy Commissioner, Board of Parole Hearings

Mr. Filingeri has been an Associate Chief Deputy Commissioner with the CDCR/Board of Parole Hearings for 1 year and nine months. He has worked for the CDCR for a total of 28 years.

OFFICE SERVICES MANAGER I INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- Class Specification
- Duty Statements from the Board of Parole Hearings